

Oriva Hills Improvement & Service District
Regular Meeting Minutes
Tuesday, November 26, 2019, 5:00 p.m.
Office of Cathey Consulting – 400 South Gillette Avenue, Suite 106, Gillette, Wyoming

Board Members Present: Robert Pfeil, Nick Clevenger, Troy Manselle
Others Present: Helenanne Cathey, James Newman

Robert Pfeil called the meeting to order at 5:01 p.m.

- I. Minutes** – Minutes are e-mailed and posted online after each meeting at www.catheyconsulting.net. Robert Pfeil moved to approve the minutes for the regular meeting on October 22, 2019, as written. Troy Manselle seconded. Motion carried unanimously.
- II. Treasurer's Report / Bills** – The treasurer's report, bank statements and bills were reviewed. Robert Pfeil moved to accept the treasurer's report and pay bills as presented. Troy Manselle seconded. Motion carried unanimously.

Savings Account Balance End of Last Meeting:	\$7,021.14
10/31/19 Interest	\$0.29
11/26/19 Ck# 0630 – Transfer from Checking	\$100.00
Ending Savings Account Balance:	\$7,121.43
Checking Account Balance End of Last Meeting:	\$78,958.87
11/12/19 Deposit – Assessments	\$26,400.00
Checking Account Balance Prior to Meeting:	\$105,358.87

Bills Paid / Checks Written at Meeting:

Ck# 628 Cathey Consulting, LLC	Inv. 5195 – Oct. adm./bks/postage	\$ 343.65
Ck# 629 Crown Grading	Inv. 88 – Blade roads/spread rock	\$ 7,250.00
Ck# 630 Oriva Hills ISD	Monthly Transfer	\$ 100.00
TOTAL:		\$ 7,693.65
Ending Checking Account Balance:		\$ 97,665.22

Receivables: Assessments: \$55,200.00 / M & K Oil \$654.00

III. Unfinished Business

A. Road Work

1. L.A.W. Trucking approved for \$95 an hour to bring in rock with his dump truck for problem areas (\$2,500 approximately – approved March, 2019) James Newman reported that Earth Works Solutions brought in rock in areas that had been discussed for L.A.W. Trucking. There are a few areas that still need rock.
2. 10/22/19 meeting: \$2,500 approved for limestone and blading on Bomber Mountain Hill. This has been completed. Pete Lien brought in about 100 tons of limestone on Bomber Hill.
3. 10/22/19: \$6,500 approved for scoria for South Peak. There is work still to be done on South Peak.
4. Penrose project update – County grant approved August, 2018. 7/30/19: County approved extension – project and all paperwork must be completed by 6/30/2020. This project has been completed. No bills were received yet from Pete Lien & Sons to close out the grant. The Board is happy with the work that was done.

Hespen Excavating bid \$63,317.20 / \$63,288.40 billed and paid. Project complete.

Invoices pending: Pete Lien = 4,800 tons of limestone for \$86,400 (\$18 per ton)

12/5/18	207.15 tons	\$3,728.71
1/15/19	345.42 tons	\$6,217.60
1/23/19	243.18 tons	\$4,377.28
3/28/19	69.81 tons	\$1,256.59

4/02/19	174.79 tons	\$3,146.25
4/08/19	345.56 tons	\$6,220.14
05/01/19	449.73 tons	\$8,095.19
TOTAL AS OF 5/01/19	1,835.64 tons	\$33,041.76 (Last meeting)
Remaining per bid:	2,964.36	\$53,358.24

\$63,317.20 + \$86,400 = \$149,717.20 with grant request of \$45,097 leaves \$104,620.20 District cost.

Pay Request 1 \$23,482.33 submitted 10/23/18 / received and deposited 11/14/18.

Pay Request 2 \$2,486.58 submitted 1/23/19 / received and deposited 2/19/19

Pay Request 3 \$1,094.32 submitted 2/27/19 / received and deposited 4/19/19

Pay Request 4 \$2,655.75 submitted 4/23/19 / received and deposited 5/13/19

Pay Request 5 \$2,023.80 submitted 5/28/19 / received and deposited 6/13/19

Total Req.: \$31,742.78 Remaining: \$13,354.22

5. Scope of work for other areas – There was discussion on getting a cap on a number of soft spots in the spring as well as working on ditches and culverts. There have been complaints on some cul-de-sacs. There was discussion on the County grant program.
6. 2020 (or later) Proposed or Possible Projects – The list was reviewed.
 1. Oriva – from Penrose to Fitch (L-Base) (.32 miles)
 2. Fitch – from Oriva to Cloud Peak (L-Base)
Culvert at Henderson's
 3. Oriva – from Fitch to Cloud Peak (Scoria) (1.32 miles)
 4. M & K access road off South Peak – drainage at intersection
 5. Hallelujah Peak – This will be a bigger issue and may be a future project.
 6. Seven Brothers – There are a number of issues on this road. This will be a bigger project and will be addressed in the future.

from 2/28/17 minutes: A landowner was at this meeting to discuss his concerns on Seven Brothers. There is plastic blowing around from bags of peat moss and other stuff. There are six tanks full of oil on the property. A couple of landowners are interested in buying the property, but have concerns about those things as well as the additional assessment if they were to buy the lot. There is also a concern about the bus stop at the end of Seven Brothers is a concern. The consensus of the Board is that the garbage and clean up of the oil tanks is on the landowner. The District will address the bus stop at some point, when the budget allows.

7. Road Coordinator:

Appointed until next meeting: Nick Clevenger (509-994-0676) (Nov. until Dec. meeting)

- B. Mailboxes – Post office (how many boxes will be required) / concrete pad / locked box pedestals – No update.

IV. New Business

- A. Troy Manselle submitted a letter of resignation effective immediately. Robert Pfeil moved to accept the letter of resignation. Nick Clevenger seconded. Motion carried unanimously. Robert Pfeil moved to appoint Tom Walker to the vacant director position to serve until the next election. Nick Clevenger seconded. Motion carried unanimously.
- B. Officer elections – Robert Pfeil moved to have the following slate of officers for the next year: Robert Pfeil, President / Tom Walker, Vice President / Nick Clevenger, Secretary/Treasurer. Nick Clevenger seconded. Motion carried unanimously.
- C. An Official Ballot was received for vacancies on the Local Government Liability Pool Joint Powers Board of Directors. The ballot was reviewed. Since Board members were not familiar with the people running, the consensus was to file it without voting.
- D. Robert Pfeil moved to authorize Helenanne Cathey to order more checks for the District. Nick Clevenger seconded. Motion carried unanimously.
- E. There was discussion on putting in a culvert on Oriva Road. Robert Pfeil moved to approve \$1,800 for the culvert at Dale Purinton's place on Oriva Road. Nick Clevenger seconded. Motion carried unanimously.

V. Next Regular Meeting: **TUESDAY, DECEMBER 10, 2019, 5:00 p.m. (Usually the 4th Tuesday of each month)**

2020 meeting schedule:

Tues., Jan. 28, 2020, 5:00 p.m. Tues., Feb. 25, 2020, 5:00 p.m. Tues., Mar. 24, 2020, 5:00 p.m.
Tues., Apr. 28, 2020, 5:00 p.m. Tues., May 26, 2020, 5:00 p.m. Tues., June 23, 2020, 5:00 p.m.
Tues., July 28, 2020, 5:00 p.m. Tues., Aug. 25, 2020, 5:00 p.m. Tues., Sep. 22, 2020, 5:00 p.m.
Tues., Oct. 27, 2020, 5:00 p.m. Tues., Nov. 24, 2020, 5:00 p.m. Tues., Dec. 22, 2020, 5:00 p.m.

VI. Adjourn – Robert Pfeil moved to adjourn the meeting. Nick Clevenger seconded. The meeting adjourned at 5:43 p.m.

NOTES:

- 1) If you have complaints or concerns about snow removal, road maintenance, etc., contact a board member.**
- 2) A reminder to homeowners – you cannot take rock off of the roads and put it on your driveway.**
- 7) The District is not responsible for building roads. Access cannot be denied to District roads.**
- 4) It is the homeowner's responsibility to make sure a proper culvert is installed to ensure proper drainage through driveways.**
- 5) August 13, 2013 – Board adopted a standard that one board member be designated each month to be authorized to call out someone to blade the roads or plow snow on the roads in winter months.**
- 6) NO DRAGGING THE ROADS.**
- 7) NO ONE SHOULD BE DOING ANY WORK ON THE DISTRICT'S ROADS WITHOUT PRIOR AUTHORIZATION FROM THE BOARD.**

UNTIL THE NEXT MEETING, IF THERE ARE ANY CONCERNS ABOUT ROADS, CONTACT THE ROAD COORDINATOR (LISTED ABOVE UNDER UNFINISHED BUSINESS – ROAD WORK).

Meeting minutes are posted online at www.catheyconsulting.net.

Respectfully submitted,
Helenanne Cathey, Assistant to the Board
307-685-8235

Robert Pfeil, President (307-299-4601)	Date
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Tom Walker, Vice-President (307-660-5271)	Date
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Nicholas (Nick) Clevenger, Secretary/Treasurer (509-994-0676)	Date
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